

# Mailminder for your home

Going on holidays? Worried about leaving your mail at home unattended? With An Post's Mailminder Service there is no need to worry about your mail while you are away. Mailminder will look after your mail by simply suspending mail delivery to your home during the specified time you are away. Your mail will be stored securely and delivered to you when you return.

## Residential Mailminder Fees

Duration	Per address
Less than 4 weeks	€14.00
4-8 weeks	€19.00
8-12 weeks	€24.00

## How to apply

You can complete this application form and bring it to any Post Office with the fee.

or

You can apply for this Service online at [anpost.com/mailminder](https://anpost.com/mailminder)

or

You can post it with a cheque directly to:

An Post  
Redirection Unit  
Ground Floor  
GPO  
O'Connell Street Lower  
Freepost  
Dublin 1  
D01 F5P2

(You cannot post with cash)

Please note: At least 5 working day's notice is required

## Terms and Conditions

These terms and conditions apply to An Post's Mailminder service (hereinafter referred to as the "Service"). In these terms and conditions "You" and "Your" refer to the applicant(s) for the Service and "We", "Us" and "Our" refer to An Post, having its registered office at GPO, O'Connell Street Lower, Dublin 1, D01 F5P2.

1. The applicant must be 18 years or older. The application is made on behalf of all residents at the address for which the Service is requested.
2. An Post needs at least five working days advance notice to put in place the Mailminder Service (hereinafter referred to as the "Service").
3. The next date for delivery of mail will be as specified by the customer in the booking form.
4. The Service is not available for delivery points shared by multiple addressees, e.g. college, boarding house or certain business premises. You agree to indemnify An Post for use of the Service in breach of this term.
5. The mail will not be available for collection from the Delivery Service Unit while the Service is in place.
6. If An Post cancels the Service because it is unworkable it will refund the fee but will incur no further liability in this event.
7. If You wish to cancel the Service You must do so in writing. This must be addressed to: An Post, Redirection Unit, Ground Floor, GPO, O'Connell Street Lower, Freepost, Dublin 1, D01 F5P2. We will not refund the fee if you cancel the Service after it has started.
8. The Service does not apply to items sent via An Post Parcel Service.
9. All national Registered Post items are held for a limited period before being returned to sender. International items may be held for a maximum of 16 working days.
10. An Post reserves the right to discontinue or terminate the Service at its absolute discretion.
11. The maximum amount of time you can take out the Service for is twelve weeks.
12. This agreement is governed by the laws of Ireland and is subject to the exclusive jurisdiction of the Irish courts.
13. Limitation on Liability:  
Save where the liability of An Post is statutorily excluded the following limitations on liability for breach of this contract will apply:  
  
The liability of An Post for any direct loss or damage arising from this contract is limited to the fee paid for the Service. An Post will not be liable, in any event, for any consequential or indirect loss or damage, including, without limitation, loss of income, profits, interest, utility or loss of market, however arising in respect of the Service. An Post will not be liable for any failure of this Service.

## Contact Us

An Post Redirection Unit, Ground Floor,  
GPO, O'Connell Street Lower, Freepost,  
Dublin 1, D01 F5P2

[anpost.com/mailminder](https://anpost.com/mailminder)



Minds your post while you're away.



Please complete the form in BLOCK LETTERS. Please note that incorrectly completed forms will delay your application.

Part 1 - Household & authorisation details

Note: At least 5 working days' notice is required to put a Mailminder Service in place.

Reference Number:

Title

Mr

Mrs

Ms

Other

Name

Surname

Signature

Please note: Only one authorising signature is needed to hold all mail for this address.

Service required for

Up to 4 weeks

4-8 weeks

8-12 weeks

Requested START date

Requested END date

Contact Number

Email

The Residential Mailminder Service can be paid for by cash or credit/debit card at the Post Office or pay with a credit/debit card online at [anpost.com/mailminder](https://anpost.com/mailminder)

Part 2 - Address details

All mail for the address you have provided will be held securely for the period you have selected and will be delivered on the end date you have requested in Part 1. There is no facility to collect mail during the Service.

Address 1

Address 2

Address 3

Address 4

County

Eircode